



## **Shawfield Primary School Special Education Needs / Disabilities (SEND) Information Report 2023/24**

At Shawfield Primary School we are dedicated to achieving and celebrating success for all. We offer an inclusive curriculum to ensure the best possible progress for all our pupils, whatever their needs or abilities. We aim to work closely with parents/carers to identify and break down possible barriers to learning and to ensure that all pupils have access to a broad and balanced curriculum.

A child is considered to have SEND if they have defined difficulties over and above those generally experienced by the majority of their peers. Children may have SEND throughout their school career or only at specific times. A child with SEND will require support that is additional to and different from that made generally for other children in their class.

At Shawfield Primary School additional to/different from provision is currently being made for children with a range of needs including:

- Cognition and Learning – Moderate Learning Difficulties and Specific Learning Difficulties e.g. dyslexia, dyspraxia and dyscalculia
- Physical and Sensory – hearing impairment, physical difficulties and Autistic Spectrum Condition (ASC)
- Communication and Interaction – ASC, Speech and Language difficulties
- Social Emotional and Mental Health – Attention Deficit Hyperactivity Disorder, Attachment Difficulties

However, at Shawfield Primary School a child with SEND is not viewed as a separate entity but as part of the whole school approach and different children's needs are met through varied and flexible provision across the curriculum.

### **The School SEND Report**

The school utilises the Local Authority (LA) Local Offer to meet the needs of pupils with SEND as determined by school policy, and the provision that the school is able to meet.

### **What is the Local Offer and where can I get further information about services for my child?**

The *Children and Families Bill* became statutory in 2014. Local Authorities and schools are required to publish and keep under review information about services they expect to be available for the children and young people with SEND aged 0-25. This is the 'Local Offer'. The intention of the Local Offer is to improve choice and transparency for families. It is also an important resource for parents in understanding the range of services and provision in the local area.

You can access further information regarding the Local Offer via the following website.

[www.surreylocaloffer.org.uk](http://www.surreylocaloffer.org.uk)



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**How does the school know if children need extra help and what should I do if I think my child may have SEND?**

- Some children may have been identified as having SEND prior to starting at Shawfield Primary School. Where this is the case, we would expect the pre-school provider or previous school to contact us to discuss their SEND, any programme of intervention being used or adjustment to the curriculum or learning environment undertaken. This will help us to provide a smooth transition to our school.
- At Shawfield Primary School, teachers use a range of assessment methods, both formal and informal, to build an accurate picture of each child's strengths and difficulties.
- The progress and attainment of all children is monitored regularly through observations and assessments by class teachers and the Senior Leadership Team (SLT) which includes the Special Educational Needs/Disabilities Co-ordinator (SENDCo). Pupil Progress Meetings take place each term to discuss progress and to determine how children with additional needs may be supported.
- When a child is not making expected progress in areas of the curriculum they may be identified as requiring additional support. A meeting will be arranged between the parents/carers, class teacher and, if necessary, the SENDCo to discuss the child's needs and the next steps to take.
- If you are concerned about the progress of your child, the first step would be to arrange an appointment to speak to the class teacher. Where appropriate and if further action is required the SENDCo will investigate the concerns and arrange a meeting alongside the class teacher, to feedback findings to parents/carers.
- The SENDCo at Shawfield Primary School is Mrs D. Griffith.
- Appointments with the class teacher or the SENDCo can be made through the School Office (01252 320379).



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**How will the school support my child?**

- At Shawfield Primary School we recognise that every teacher is a teacher of SEND and therefore every day, every child is supported in their learning as differentiation is planned for and embedded into our practise.
- Your child will be taught in a class base with a good adult: pupil ratio. Every class has at least one Teaching Assistant (TA) to help support the needs of the class.
- Your child's class teacher will have the support of the SENDCo to plan and deliver any additional support identified as being necessary. The type and length of support will depend on the particular needs of the individual child.
- Children requiring additional support may receive this in the classroom via an extra adult working with them 1:1, or in a small group situation. Some children may be withdrawn from the classroom for a brief period of time to work on a specific activity or intervention programme.
- The interventions we put in place have been professionally researched and their impact is monitored by the SENDCo. This information is then shared with the rest of the SLT, staff and governors.
- Your permission will be sought if we feel external support or advice is required e.g. Speech & Language Therapy.
- Children who have medical needs are supported through liaison with medical professionals, the school nurse and Specialist Support Teachers.
- If your child has a specific health issue and requires medication or personal care assistance, we will ensure that an appropriate number of staff are fully trained to carry out any procedures required. Further details can be found in our 'Supporting Pupils with Medical Conditions and First Aid Policy' which can be found on the school website or a paper copy can be obtained from the School Office.



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**How is the decision made about what type and how much support my child will receive?**

- We work in partnership with parents/carers and the professionals involved with the children to agree appropriate support for individual pupils.
- The type and how much support your child will receive is reviewed at termly pupil progress meetings which involve the class teacher and SLT, including the SENDCo.
- If your child requires a higher level of support than currently being received, the SENDCo will consider the interventions, staff and resources available and discuss the appropriate next steps with you.
- If further support or advice is needed from external professionals the SENDCo will again discuss this with you and gain your permission before any referral is made.
- If your child's progress continues to be of concern, then the school may apply for an Educational Health and Care Plan (EHCP).
- For those pupils with an EHCP, how much support they receive is reviewed during the Annual Review process. At this meeting, you would be invited to discuss your child's progress with the SENDCo, other members of staff who work with your child and occasionally other professionals. Your child would also have the opportunity to express their views during this process.
- Your child's own views and aspirations will always be considered when planning and reviewing additional support. How this is done will vary according to your child's age.

**How will the curriculum be matched to my child's needs?**

- Staff at Shawfield Primary School use the Graduated Approach (an assess, plan, do, review model) and careful planning which, combined with regular individual feedback, enables your child to know how to improve and to meet his or her individual targets.



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**How will I know how my child is doing and how will you help me to support my child's learning?**

- 'Meet the Teacher' sessions are held with parents at the beginning of the school year to share information about the curriculum and school routines.
- Throughout the year Curriculum Workshops are held to enable parents to support their child's learning at home.
- There are opportunities to discuss your child's progress and review their targets for learning at our termly parent/teacher meetings. If you have concerns between these times, you can arrange a meeting with the class teacher/SENDCo via the school office.
- Home Learning and Reading Diaries will enable communication between yourself and the class teacher.
- In some instances, more frequent communication between home and school may be required. This can be arranged by the class teacher in collaboration with the parent/carer e.g. a home/school communication book to share progress.
- You will receive an annual written report outlining your child's achievement, attainment and progress at the end of the Summer Term.
- Other opportunities to view your child's work and celebrate their achievements occur throughout the academic year.



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**What support will there be for my child's overall wellbeing?**

- If your child has a health need e.g., diabetes then you will be asked to work with a member of staff to develop an Individual Health Care Plan (IHCP). With your consent, this plan will then be shared with relevant staff.
- Lunchtime supervision is carried out by TAs who are trained first aiders.
- All staff are aware of and follow the school's First Aid and Medical Guidelines. Medicines are kept securely and only administered with parental permission. All staff have been trained to use an epi-pen.
- Personal, Social, Health and Economic education (PSHE) is taught throughout the school and many classes have regular Circle Time.
- We have two specialist support assistants, currently training for the Emotional Literacy Support Assistant (ELSA) accreditation, who run intervention programmes for children who require additional support with social or emotional difficulties. Parental permission is always sought before this support is given to a child.
- Our Pastoral Lead, Mrs A Dixon, is a fully qualified ELSA and is also our Home School Link Worker (HSLW). She provides support to children and families who may be experiencing difficulties.
- At Shawfield Primary School we place a great deal of importance on attendance and trends are monitored closely by the Headteacher. Where there is cause for concern necessary action is taken to prevent prolonged, unauthorised absence.
- Shawfield Primary School has clear Mental Health & Wellbeing, Anti-bullying, Behaviour and Safeguarding policies, all available on our website. We also have two trained Mental Health & Wellbeing leads who are available to work with children/staff if required.
- Shawfield Primary follows the Surrey Healthy Schools approach to wellbeing, health and achievement. This approach involves all aspects of school life including healthy eating, physical activity, emotional wellbeing and mental health.



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**What specialist services and expertise are available at or accessed by the school and what training have the staff supporting the children had or are having?**

- All teachers at the school hold qualified teacher status and receive regular training which keeps them up to date with the specialist skills necessary for working with children with SEND or additional needs. Recent training includes: ASC Awareness, ADHD Awareness, Restorative Practice, Positive Touch (dealing with challenging behaviour) and working with children with a Hearing Impairment.
- Our SENDCo is an experienced teacher and has worked with children with SEND for many years. She holds the National Award for SEN Co-ordination, an MA in Education and is qualified as a teacher of learners with Specific Learning Difficulties.
- All Teaching Assistants receive regular training on SEND intervention programmes such as: Catch Up Literacy and Precision Teaching. Some have been trained to use Makaton sign language and all have been trained in basic First Aid.
- The school has one fully trained Emotional Literacy Support Assistant and two support assistants who are training for the accreditation.
- If the school requires additional advice or support, we have access to a number of other professionals including:
  - Educational Psychologist (EP)*
  - South West Specialist Teachers for Inclusive Practice (STIP)*
  - Occupational Therapist (OT)*
  - Physical & Sensory Support Service (PSSS)*
  - Race, Equality and Minority Achievement (REMA)*
  - Speech & Language Therapy (SALT)*
- In addition, we liaise closely with other agencies who work collaboratively with school staff in meeting the wider range of pupils' needs:
  - Mindworks Surrey*
  - Social Workers*
  - Paediatricians*
  - School Nurse*
  - Surrey Virtual School*
  - Freemantles Outreach Service*



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**How will my child be included in activities outside the classroom, including school trips?**

- All children are included in all areas of school life, including school trips, providing it is safe for them to do so.
- Before residential visits, you will be invited to a meeting with the visit leader and the other staff involved.
- Thorough risk assessments are carried out for all off-site activities to ensure that they are appropriate for all pupils to access.
- If necessary, an additional adult may accompany a school trip to ensure accessibility for all.

**How accessible is the school environment?**

- Every classroom at Shawfield Primary School is wheelchair accessible. There is a fully fitted disabled toilet with sliding door and handrails. We also have lift access from the hall to the playground.
- We work closely with REMA (Race, Equality & Minority Achievement) to engage and support our Traveller families and those for whom English is an additional language.
- Classroom environments are assessed regularly and may be adapted to suit the needs of all learners.
- Parking is available on site for parents of disabled children or to parents who themselves are disabled.
- We have an Accessibility Plan in place.





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**How will the school prepare and support my child to join the school and transfer to a new school?**

- All parents/carers and children are invited to visit the school prior to starting to meet with the Headteacher and tour the building.
- We have close links with our nearest nursery and a well-established Induction Programme for all children transferring from their pre-school provision. The programme includes several story time/play sessions for the children and information talks for the parents/carers. This gives your child the opportunity to familiarise themselves with their new classroom and teacher.
- Early years staff will carry out home visits in September and children have a staggered entry to school over a two-week period.
- Staff from Early Years and the SENDCo visit the pre-school settings to liaise and receive relevant records.
- If your child is joining the school in a year group other than Year R then they will be given a 'buddy' to help them settle quickly and be put into a 'Family Group' with children and an adult from across the school.
- When leaving the school, all records are forwarded to your child's new school. For a child with SEND, copies of all SEND records will be forwarded and liaison with the new school will be sought.
- The Year 6 teacher and the SENDCo meet with staff from the secondary school, including the SENDCo, to aid your child's transition to their new school.
- We have close links with our local secondary school. Staff and ex-Shawfield pupils visit Year 6 to help dispel any anxieties your child might be feeling.
- The school run a separate Transition Programme for small groups of children who may benefit from extra support.
- In school, we prepare the children for change, particularly through circle time and PSHE activities.
- If your child has SEND or may find transition challenging, they will have the opportunity to make additional visits to their new school.



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<p><b>How are the school's resources allocated and matched to children's SEND?</b></p>	<ul style="list-style-type: none"><li>- The Headteacher and governors oversee all matters of finance.</li><li>- The school has a SEND budget which is largely used to employ additional staff to support children with SEND, provide specific equipment or materials and access specialist services.</li><li>- Resources are allocated and matched to children's SEND through detailed discussions between class teachers and the SLT. As needs can vary hugely, the allocation is constantly monitored to ensure the best use of resources.</li><li>- A lead governor with responsibility for SEND monitors the resources for the children with SEND and reports to the full Governing Body.</li></ul>
<p><b>How does the school monitor its SEND provision?</b></p>	<ul style="list-style-type: none"><li>- Governors, with support from the SLT, monitor the provision for children with SEND and the progress they make while they are at Shawfield Primary School.</li><li>- The Governing Body has a legal duty to do its best to ensure all pupils with SEND are appropriately catered for.</li><li>- The SLT monitors the attainment and progress of all children through termly Pupil Progress meetings, book scrutinies and learning walks.</li><li>- The SENDCo monitors the attainment and progress of children with SEND through termly Pupil Progress meetings, book scrutinies, learning walks and pupil conferencing.</li><li>- Class teachers complete termly provision maps to monitor the attainment and achievement of children with SEND and additional needs within their classes.</li><li>- The SENDCo regularly evaluates the suitability and effectiveness of learning interventions used in the school.</li></ul>



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<p><b>What should I do if I have a complaint regarding the provision being made for my child who has SEND?</b></p>	<ul style="list-style-type: none"><li>- Arrange an appointment to discuss the matter with your child's class teacher.</li><li>- If the matter remains unresolved then it will be dealt with through the school's complaints procedure and policy, available from the school office on request.</li></ul>
<p><b>Who can I contact for further information?</b></p>	<ul style="list-style-type: none"><li>- Your first point of contact is your child's class teacher. Please call the school office to arrange an appointment to see them.</li><li>- Our SENDCo, Mrs Debora Griffith, does not have a teaching commitment in school and is available on Mondays, Tuesdays and Wednesdays. She may be contacted via the school office.</li><li>- Further information on SEND provision at Shawfield can be found in our SEND Policy, available on the school website.</li><li>- School Office: 01252 320379</li><li>- Email: <a href="mailto:info@shawfield.surrey.sch.uk">info@shawfield.surrey.sch.uk</a></li></ul>